

## OPERATIONS AND MAINTAINENCE BEST PRACTICES OFF CYCLE SCORING GUIDE

Who is eligible for Off Cycle Scoring:

- Community has a funded Capital Improvement Project (CIP) construction project and must meet the following thresholds to release construction funding:
  - Served Communities:
    - Current Best Practices Score – 60 points
    - Payroll Liability Compliance – 2 points
    - Worker's Compensation Insurance – 2 points
  - Unserved and Underserved Communities:
    - Current Best Practices Score – 35 points
    - Payroll Liability Compliance – 2 points
    - Worker's Compensation Insurance – 2 points
- Community has submitted a complete Microloan application for review and must meet the following thresholds for a loan award:
  - Current Best Practices Score – 50 points
  - Utility Management Training – 5 points
  - Budget – 13 points
  - Revenue – 15 points
  - Payroll Tax Liability – 2 points
  - Workers Compensation Insurance – 2 points

How to Request Off Cycle Scoring:

- An email from a community representative requesting an off cycle scoring must be submitted to [dec.capacity.development@alaska.gov](mailto:dec.capacity.development@alaska.gov)
- The community must submit the following supporting documentation going back 6 months from the request to the appropriate RUBA or RMW staff member:
  - RUBA Staff
    - Budget
    - Monthly Financial Reports provided to the Council
    - Meeting Minutes
    - Payroll Liability Compliance (signed 8821 Form)
    - Current Worker's Compensation Policy
  - RMW Staff
    - Preventative maintenance plan reports
- Email the Operator Certification staff confirming primary and alternate water plant operators names to [dec.opcert@alaska.gov](mailto:dec.opcert@alaska.gov)

Once the scoring is complete, the community will be notified of the updated score via letter and email, and the Best Practices website will be updated to reflect the off cycle score.